

Maintenance of Health Records

Form Number (if any)	Record Title	Recommended Retention	Rationale for Retention
PM-100	Annual Report of Hearing Testing	3 years	Legal Record, Mandatory Interim
PM-286	California School Immunization Record (blue CSIR card)	Permanent	Legal Record
PM-272	CHDP Annual School Report	3 years	Mandatory Interim
PM-160	CHDP Billing	3 years	Mandatory Interim
PM-171A	CHDP Certificate of Health Exam for School Entry	4 years	Legal Record, Mandated Costs
PM-171-B	Certificate of Waiver of Health Examination for School Entry	4 years	Legal Record, Mandated Costs
PM-160	CHDP District Provided Health Examinations/Evaluations, Parent Consent, and all supporting records	Up to 19 years of age	Legal Record
	Consent to Administer Medication	3 years if billing LEA/Medi-Cal	
	Consent to Immunize	Up to 19 years of age	Public Health Requirement
	Consent to Transport	1 year	Retain during school year
	Dental Referral/Parent Response		Permitted
	Physician/Hospital Records		Permitted
	Health Information/Parent Questionnaire		Permitted
	Health Record Card (Student Folder)	3 years	With "CUM" File
	Hearing Referral/Test Results	Permanent	
	Vision Referral/Test Results (failed tests and prescriptions)	4 years	
	Parent's Report/State Pre-school, Head Start	3 years	Mandatory Interim
	Physician's Report-Child's Preadmission Health History	3 years	Mandatory Interim
	Release of Health Information Authorization	1 year	Permitted
	Physical Education Exemption	Up to 19 years of age	Legal Record
PM-236	School Immunization/Survey Annual Report	4 years	Mandatory Costs
	Scoliosis Referral/Screening Results	4 years	Mandated Cost, LEA/Medi-Cal
	Epinephrine Auto-Injector Acquisition and Disposition Records	3 Years	B & P Code 4119.2(b)

Permanent – Maintain Permanently

Permitted – Maintain 6 months after usefulness ceases (i.e. following completion /withdrawal from educational program)

Mandatory Interim – Maintain 3 years after usefulness ceases